



CITY OF HOUSTON

Job Posting

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Applications accepted from:	All PERSONS INTERESTED
Job Classification	FULL TIME AND PART-TIME
Posting Number	LIBRARY ASSISTANT
Department	PN# 104676
Division	Library
Section	Central Services/Technical Services
Reporting Location	Multiple Units
Workdays & Hours	500 McKinney
	Rotating Schedule*

*Subject to change

9

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Provides customer service for circulation functions including registration, checkout and return of materials, renewal, collection of fines and fees. Provides information to the public in person and by telephone regarding library policies and procedures and availability of materials. Performs general clerical functions including preparing/filing forms, letters and reports. Shelves/retrieves library materials; shelf-reads collection and assists with collection maintenance. Answers telephone and directs calls as appropriate. Assists in processing new library materials including books, audiovisual materials, and government documents. Conducts searches for paging lists and slips and onsearch file. Prepares materials for bindery. Performs other duties essential to efficient library operation. May be assigned some or all of the duties above. Requires evening and weekend (Saturday and Sunday) shift work.

10

WORKING CONDITIONS

Must be able to communicate effectively orally and in writing. Position requires stooping, bending, standing and lifting library materials up to 20 pounds. Must be able to push loaded book trucks up to 100 pounds. Must have good motor coordination; ability to move freely throughout the library to file/shelve/retrieve materials. Requires visual acuity to read titles and call numbers (alphanumeric) of books and other library materials. Must be able to use a computer to access/input information.

11

MINIMUM EDUCATIONAL REQUIREMENTS

Ability to read, write, add, subtract and follow written and/or oral instructions as might be acquired through nine (9) to eleven (11) years of formal schooling.

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MINIMUM EXPERIENCE REQUIREMENTS

None.

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MINIMUM LICENSE REQUIREMENTS

None.

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PREFERENCES

None.

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SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

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SAFETY IMPACT POSITION

☐ Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

<u>Salary Range - Pay Grade 05</u>		
\$591 - 776	Biweekly	\$15,366 – 20,176 Annually

18

OPENING DATE

May 25, 2005

19

CLOSING DATE

June 14, 2005

20

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837.9496 candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer